

# Clerk Poll Worker Manual



**ALAMEDA COUNTY  
REGISTRAR OF VOTERS**

1225 Fallon Street

Oakland, CA 94612

**[acvote.org](http://acvote.org)**

**June 7, 2016 – Presidential  
Primary Election**

**Polls Open 7:00 a.m. to 8:00 p.m.**

**I'm a Poll Worker...  
WHO DO I CALL FOR  
HELP?**

**GENERAL  
QUESTIONS**

**PRECINCT  
COORDINATOR**

Name: \_\_\_\_\_  
Cell: \_\_\_\_\_

**ALAMEDA COUNTY  
REGISTRAR OF  
VOTERS**  
**Before Election Day:**  
**(510) 272-6971**  
**Inspector Hotline**  
**(510) 835-0320**

**URGENT  
QUESTIONS**

**ALAMEDA COUNTY  
REGISTRAR OF  
VOTERS**  
**Before Election Day:**  
**(510) 272-6971**  
**Inspector Hotline:**  
**(510) 835-0320**

**I'm a Voter...  
WHO DO I CALL FOR  
HELP?**

**GENERAL QUESTIONS**  
**ALAMEDA COUNTY  
REGISTRAR OF  
VOTERS**  
**(510) 272-6973**

**RANKED-CHOICE  
VOTING**  
**(510) 272-6973**

**I SUSPECT VOTER  
FRAUD**  
**(800) 345-VOTE**  
**(8683)**

# Introduction

## Poll Worker Etiquette

### Attention all Poll Workers!

The following guidelines are intended to help you on Election Day and help us maintain a good working relationship with all of our Polling Place owners.

Please remember: The manner in which you communicate with the Polling Place owner/manager directly affects whether or not we are able to continue using a facility. Please show consideration for the person(s) allowing us to use their facility. Please keep the following suggestions in mind on Election Day when you are working at the Polls.

- \* ***BOARD MEMBERS ARE NOT ALLOWED TO BRING CHILDREN TO THE POLLING PLACE!!!***
- \* We are guests in the Polling Place facility. The Inspector should familiarize themselves with the rules. ***Use tape and thumb tacks carefully*** on the walls or woodwork so that you do not permanently damage the facility. If in doubt, ask first.
- \* Be polite to the other occupants sharing the space. If major problems occur, call the Registrar of Voters Office.
- \* ***Bilingual Poll Workers are present in order to assist the language communities. The Bilingual Poll Workers are placed in each Polling Place based on the number of language Voters in that Precinct. Regardless on the number of language Voters needing assistance from a Bilingual Poll Worker, any missing Bilingual Poll Worker must be replaced.***
- \* Do not move large furniture without permission.
- \* The Polling Place owner is not required to give Poll Workers access to bathroom facilities, telephones, and kitchens. If they are offered, please keep them neat. If they are not available, please make other arrangements.
- \* All Poll Workers are an extension of the Registrar of Voters Office. The manner in which you perform your duties is a direct reflection upon our office.
- \* We hope these guidelines will be helpful on Election Day.

**THANK YOU FOR SERVING AS A POLL WORKER!**

## Serving the Community

### Voter Bill of Rights

The Help America Vote Act (HAVA) requires a Voter Bill of Rights to be posted both inside and outside the polling place. The Alameda County Registrar of Voters is required to post English, Spanish, Chinese, Tagalog, and Vietnamese versions of this Bill. Targeted precincts will be required to post additional versions in Hindi, Japanese, Khmer, and Korean. It is your duty to ensure these rights are extended to all Voters.

1. You have the right to cast a ballot if you are a valid registered voter.
2. You have the right to cast a provisional ballot if your name is not listed on the voting rolls.
3. You have the right to cast a ballot if you are present and in line at the polling place prior to the close of the polls.
4. You have the right to cast a secret ballot free from intimidation.
5. You have the right to receive a new ballot if, prior to casting your ballot, you believe you made a mistake.
6. You have the right to receive assistance in casting your ballot, if you are unable to vote without assistance.
7. You have the right to return a completed vote-by-mail ballot to any precinct in the county.
8. You have the right to election materials in another language, if there are sufficient residents in your precinct to warrant production.
9. You have the right to ask questions about election procedures and observe the election process.
10. You have the right to report any illegal or fraudulent activity to a local elections official or to the Secretary of State's Office.

### Voter Assistance: Accessibility Assistance

The Americans with Disabilities Act (ADA) and Help America Vote Act (HAVA) require that assistance, equipment, and voting machines be provided to make the voting process available to Voters with a range of needs. For more information on working with Voters requiring assistance, see *The Guide* (available on Election Day) or the "Voters with Disabilities" section of this Manual.



## Training Goal

The goal of training is to ensure that Poll Workers are prepared to perform their duties correctly.

The role of a Poll Worker is to provide a positive voting experience for all.

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## Poll Worker's Information

Role	Name	Contact Information
Inspector		
Judge		
Clerk		
Clerk		
Student		

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# TOP TWO CANDIDATES OPEN PRIMARY ACT

## VOTER-NOMINATED OFFICES

Any voter may vote for any candidate for a voter-nominated office, if they meet the other qualifications required to vote for that office. The top two vote-getters at the primary election move on to the general election for the voter-nominated office even if both candidates have specified the same party preference designation. No party is entitled to have a candidate with its party preference designation move on to the general election, unless the candidate is one of the two highest vote-getters at the primary election.

As required by California Elections Code sections 8121(b)(3), 9083.5, 10704(d)

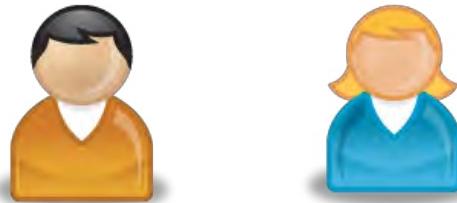
## What Voters will see in the General Election

On June 8, 2010, California Voters approved Proposition 14, which created the Top Two Candidates Open Primary Act.

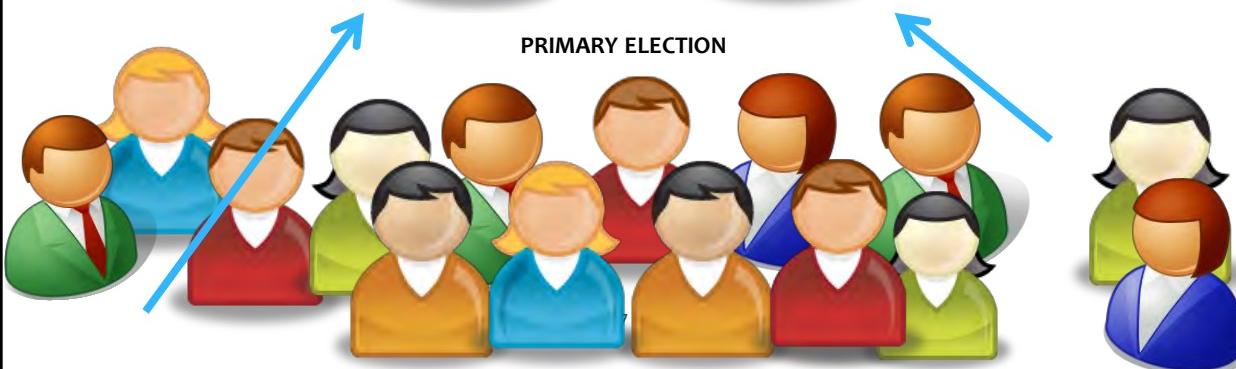
The two candidates who receive the most votes in the Primary Election, regardless of party preference, move on to the General Election

**ONLY FOR VOTER-NOMINATED OFFICES (DOES NOT APPLY FOR PRESIDENT)**

### GENERAL ELECTION



### PRIMARY ELECTION



# PRE-ELECTION

## Notice of Appointment

All appointed Poll Workers will receive a **Notice of Appointment** indicating the following:

- \* Election Date
  - \* Report Time
  - \* Polling Place Hours
  - \* Polling Place location
  - \* Precinct Number
  - \* Precinct Board Members and their phone numbers
- Additional information regarding **Poll Worker Training** is included in the **Notice of Appointment**.

 NOTICE OF APPOINTMENT AND CLASS INFORMATION		
Special General Election Tuesday, May 19, 2015		
<b>ARRIVE AT YOUR POLLING PLACE BY 6:00 A.M.</b> Polling Place Hours 7:00 A.M. – 8:00 P.M.		
Tuesday, May 19, 2015      PRECINCT: 456789		
ST. ELIZABETH SETON GYM 4005 STONERIDGE DR PL SIDE D		
Judge	Richard Yalung	510-123-4567
Clerk	Jack Cantoria	510-234-5678
Clerk	Zee Yan	510-333-4444
Clerk	Yen We	510-444-5656
The Registrar of Voters requires ALL Poll Workers to attend a MANDATORY Training Class in order to be eligible to serve on Election Day.		
YOU HAVE BEEN SCHEDULED TO ATTEND THE FOLLOWING TRAINING CLASS: (All assessed Bilingual workers are required to attend an extended 30-minute training after the assigned Election Worker Class.) INSPECTOR/JUDGE TRAINING CLASS - 3 HOURS. CLERK TRAINING CLASS - 2 HOURS.		
ANY POLL WORKER WHO CAN NOT BE ASSIGNED OR IS NOT AVAILABLE TO SERVE ON ELECTION DAY WILL NOT BE COMPENSATED FOR THE TRAINING CLASS. IF YOU ARE UNABLE TO ATTEND YOUR ASSIGNED TRAINING CLASS OR SERVE, PLEASE EMAIL <a href="mailto:rsv_pollworker@algovax.org">rsv_pollworker@algovax.org</a> OR CALL (510) 272-8971. In addition to attending the MANDATORY Training Class, please visit our website <a href="http://www.algovax.org/pollworkers.htm">www.algovax.org/pollworkers.htm</a> for additional training materials, tutorials, and videos relating to Poll Worker Training.		

If you did not receive your **Notice of Appointment**, call the Registrar of Voters at **(510) 272-6971**.

# Precinct Board

Persons appointed to serve as **Poll Workers** for the Precinct (CEC § 12301)



**Inspector**

## Inspector's Responsibilities:

- \* Leads Polling Place
- \* Abides by Federal, State, and Local Election Laws
- \* Makes sure pre-assigned tasks are done properly



**Judge**

## Judge's Responsibilities:

- \* Assists in leading Polling Place
- \* Abides by Federal, State, and Local Election Laws
- \* Makes sure pre-assigned tasks are done properly



**Clerk**

**Clerk**



**Student**

## Clerk's and Student's Responsibilities:

- \* Assists Inspector and Judge
- \* Abides by Federal, State, and Local Election Laws
- \* Makes sure pre-assigned tasks are done properly

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# Precinct Coordinator



Precinct Board



Security Seals and  
Seal Verification Form



Roster-Index



Official Table



Voting  
Equipment  
Signs  
CEC § 14105.3

**ASSIGNED TO 5-7 POLLING PLACES; MUST VISIT EACH POLLING PLACE AT LEAST 6 TIMES**

Precinct Coordinators are expected to:

- Provide leadership and guidance to all Poll Workers
- Assist Poll Workers in their assigned Polling Places
- Make sure that all procedures and laws are being followed
- Check the overall condition of the Polling Place

Note: Precinct  
Coordinator has  
extra supplies

A photograph of a blue and white document titled "Precinct Coordinator/Inspector Routine Visit Sign Off Sheet". The form includes sections for "Time", "PC Initials", "Inspector or Judge Initials", and instructions for completing the sheet. It also contains a note at the bottom.

## Precinct Coordinator/Inspector Routine Visit Sign Off Sheet:

- Inspector must write Precinct Number on the form
- Precinct Coordinator and Inspector or Judge need to initial form every visit
- Time of visit must be recorded on the form

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# Pre-Election Tasks

## All Poll Workers must:

- 1. Schedule and attend a mandatory Poll Worker Training

## Inspector must:

- 2. Pick Up Supplies
- 3. Inventory all Supplies
- 4. Prepare Roster-Index
- 5. Label Colored Bags
- 6. Confirm Access to the Polling Place
- 7. Call all Precinct Board Members

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## Inspector will pick up Supplies



Cell Phone



Wedge, Light, Mat (if any)



Red Trolley



Turquoise Trolley

Each Trolley will include a Trolley Supply Checklist.

## Inspector will inventory all Supplies



Opening Polls Supply Bag  
Official Table Supply Bag  
Closing Polls Supply Bag

- Inspector will use the Trolley Supply Checklists to make sure all contents are complete.
- The Precinct Number(s) on the Trolleys, the Roster-Index, and the labels on box(es) of Official Poll Inspector Ballots must match your assigned Precinct.

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## Colored Bags

These Colored Bags will be used at your Polling Place.



Orange Write-In Ballots Bag



Teal Unscanned Voted Ballots Bag



Gray Voided/Surrendered  
Vote By Mail Ballots Bag



Purple Spoiled Ballots Bag

## Delivered to the Polling Place

The equipment, supplies and secured Official Ballots seen in the image will already be delivered to the Polling Place.



## Inspector will call all Precinct Board Members

Contact information is found on Inspector's Notice of Appointment



1. Confirm their commitment to serve on Election Day.
2. Verify if Precinct Board Members (Poll Workers) have attended the mandatory Poll Worker Training or remind them to attend a mandatory Poll Worker Training.
3. Remind Poll Workers when and where to report on Election Day.
4. Determine availability to set up the Polling Place the day or night before Election Day.

Your Inspector will contact you to help in setting up the Polling Place the night before the Election. Inspector will arrange for access to set up.

## If permitted to set up the Polling Place the day or night before Election Day, set up the following:

### Set up the inside of the Polling Place.

Follow the diagram in "The Guide" or "Opening Job Card 1" when setting up the Polling Place.



### Set up Blue Voting Booths.

Follow the instructions on "Opening Job Card 2" when setting up Blue Voting Booths.



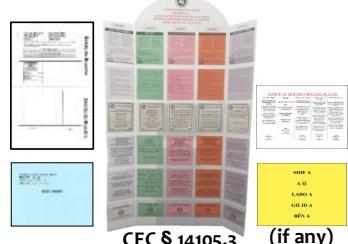
### Set up the Official Table.

Follow the diagram in "The Guide" or "Opening Job Card 3" when setting up the Official Table. **DO NOT SET UP THE OFFICIAL BALLOTS AND ROSTER-INDEX.**



### Set up Inside Signs.

Follow instructions on "Opening Job Card 4" when setting up the Inside Signs.



## Set Up Reminders

**DO NOT**  
**UNSEAL, UNLOCK, OR SET UP SCANNER,  
TOUCHSCREEN, OFFICIAL BALLOTS  
DELIVERY CART, OR THE OFFICIAL POLL  
BALLOTS THE DAY OR NIGHT BEFORE  
ELECTION.**



**DO NOT**  
**LEAVE THE OPENING POLLS SUPPLY  
BAG, ROSTER-INDEX, OFFICIAL POLL  
INSPECTOR BALLOTS, AND TROLLEYS  
IN POLLING PLACE OVERNIGHT.**

These items must be stored securely at all times and brought to the Polling Place on Election Morning.



# OPENING THE POLLS

6:00 a.m. – 7:00 a.m.



# Opening the Polls Election Day

All Poll Workers must report  
to the Polling Place at



on Election Day

FULL PRECINCT BOARD must  
help set up the Polling Place.



Inspector



Judge



Clerk



Clerk

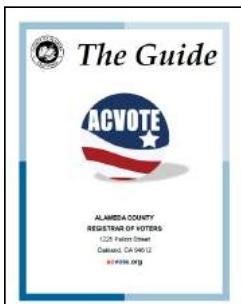


Student

Business casual attire

## Inspector Responsibilities:

- Leads Polling Place
- Abides by Federal, State, and Local Election Laws
- Makes sure pre-assigned tasks are done properly
  - Refers to “The Guide”
  - Distributes Job Cards

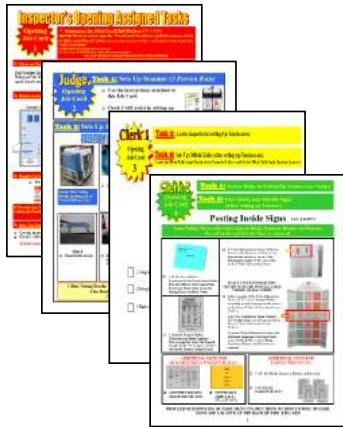


JOB CARDS

# JOB CARDS

To help Inspector stay organized and to assist Poll Workers perform proper procedures.

## 3 Sets



**Opening  
Job Cards**

(Opening Polls Supply Bag)



**Official Table  
Job Cards**

(Official Table Supply Bag)



**Closing  
Job Cards**

(Closing Polls Supply Bag)

## Opening Job Cards

- Setting up the Scanner and Touchscreen is a 2 person rule.

### Opening Tasks

Inspector	Judge	Clerk 1	Clerk 2
Administer Oath	Take Oath	Take Oath	Take Oath
Badges/Election Pins	Wear Badge/Pin	Wear Badge/Pin	Wear Badge/Pin
Hand Out Job Cards	Use Job Card	Use Job Card	Use Job Card
Accessible Polling Place Set Up			
Touchscreen	Scanner	Touchscreen	Scanner
Card Activator	Voting Booths	Official Table	Polling Place Signs
Checklist	See Inspector	See Inspector	See Inspector

## Notes

# Inspector's Opening Assigned Tasks

## Opening Job Card

1

1. **Administers the “Oath” to all Poll Workers** (CEC § 12321)  
**All Poll Workers must sign the “Combined Oath of Office and Payroll” form.**  
 (locate inside Turquoise Trolley - inside Official Table Supply Bag - inside Roster-Index)  
 Verifies payroll information is correct.  
 Circle the name of Poll Worker who will help return supplies.  
**DO NOT REMOVE FROM THE ROSTER-INDEX BINDER**

## 2. Gives out Name Badges/Bilingual Badges and Election Pins

Poll Workers MUST wear Badges at all times.

Bilingual Poll Workers ONLY wear Bilingual Badges identifying the language they speak (locate inside Turquoise Trolley - inside Opening Polls Supply Bag).



## 3. Hands Out Opening Job Cards to Poll Workers:

Job Card 1



Job Card 2



Job Card 3



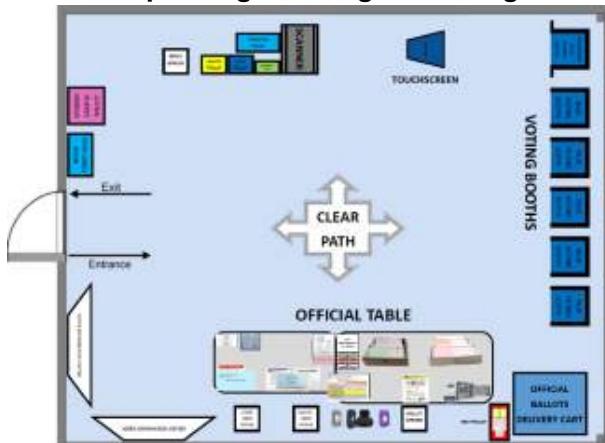
Job Card 4



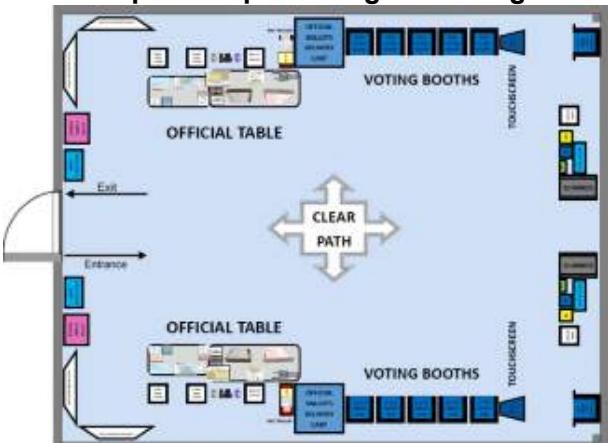
## 4. Directs Accessible Polling Place Set Up

Gives direction on how to properly set up Polling Place

Sample Single Polling Place Diagram



Sample Multiple Polling Place Diagram



Create a clear path for Voter on a wheelchair to maneuver inside the Polling Place

If Precinct has 3rd Clerk, ask 3rd Clerk to assist Inspector with setting up Touchscreen and assist other Poll Workers.

If Precinct has 4th Clerk, ask 4th Clerk to assist Judge with setting up Scanner and assist other Poll Workers.

## 5. Sets Up Touchscreen (2 Person Rule)

- Use the instructions attached to this Job Card  
 Clerk 1 will assist in setting up Touchscreen

Touchscreen is a Voting Booth and must be set up and ready by 7:00 a.m.!



**6. Sets Up Card Activator (Removes Card Activator from Small Scanner Bin)**



- 6.1 Remove Card Activator, power cord, and "Voter Card Activation Instructions" from black canvas case. Store case in a safe location under the Official Table.
- 6.2 Plug-in power cord's pronged end into a power strip.
- 6.3 Locate Power On/Off switch on the lower left side and turn switch to on.
- 6.4 Attach "Voter Card Activation Instructions" to the back of Card Activator using the Velcro tabs.

**Card Activator placed on or near Official Table**

**Voter Cards near Card Activator**

**7. Checks the following:**

**Scanner is set up**

- Public Counter display reads zero
- Red Security Seal serial number on the back of Scanner is verified against **Seal Verification Form**; form signed by 2 Poll Workers
- "Opening the Polls" section on **Certificate of Performance for Scanner** (both copies) has been accomplished
- Vote Totals Report (Scanner tape) reads zero; Precinct Number, date and time are correct
- Scanner tape has been signed by all Poll Workers
- Scanner Bins are empty

**Touchscreen is set up**

- Red Pull-Tite Security Seal serial number on the Results Cartridge Door is verified against **Seal Verification Form**; form signed by 2 Poll Workers
- "Opening the Polls" section on **Certificate of Performance for Touchscreen** (both copies) has been accomplished
- POLLS OPEN/CLOSED switch cover is sealed with a new WHITE PULL-TITE SECURITY SEAL
- Removed WHITE PULL-TITE Security Seal taped to the reverse side of the **Seal Verification Form**
- Public Counter reads zero (0)
- Audio Unit is connected to the Audio Port and placed in Touchscreen "Well Area"
- Touchscreen cover is secure and safely stored
- Cases for V-VPAT Printer, Audio Unit, and Card Activator are all secure and safely stored under the Official Table

**Card Activator placed on Official Table with Voter Card Activation Instructions attached**

**Voter Cards near Card Activator**

**Turquoise Trolley, Yellow Vote By Mail Ballots Trolley, Blue Provisional Ballots Trolley, and Lime VBM/Provisional Ballots Supplemental Bag are empty**

**Inside Signs are posted**

- Spanish Sample Ballot
- Copy of Inside Street Index
- Voter Information Center (V.I.C.) is set up - Sample Ballots on front of V.I.C (set up near Official Table, visible to all Voters)
- Facsimile Ballots (if any)
- Language Assistance/Ballot Availability Sign is posted in front of the Official Table

**Outside Signs are posted**

- Curbside A-Frame (Accessible Entrance A-Frame, if any)
- Tri-Fold (placed outside, visible to all Voters)
- Directional Arrow Signs (2)
- Polling Place "100 Feet" Signs (2)
- Accessible Entrance Signs (posted only if Polling Place has an accessible entrance)
- Copy of Outside Street Index (instructs Poll Worker to update every hour until 6:00 p.m.)

**Voting Booths set up** (6 including the Voting Booth with Adapters for Voters with Disabilities)

**Official Table** (neat and organized)

**Gray Voided/Surrendered Vote By Mail Ballots Bag and Purple Spoiled Ballots Bag under the Official Table**

**Poll Workers have Official Table Job Cards on Official Table**

**Poll Workers wearing Official Name Badges or Bilingual Badges (if applicable)**

**Break/Lunch Schedule posted**

**Poll Worker assigned to ride to Return Center with Inspector (circle name in the "Payroll" form)**

Friendly support is just a phone call away!

Call Inspector Hotline at (510) 835-0320 immediately if:

- Polling Place is locked at 6:00 a.m.
- Poll Worker is missing
- Voting Equipment is tampered or is not working
- Voters cannot start voting at 7:00 a.m.

Notify Precinct Coordinator after calling Inspector Hotline

Call Precinct Coordinator for other questions or assistance

**Thank you for your commitment to serve the Voters of Alameda County!**



# Inspector's Opening Assigned Tasks

- \* **Task 1:**  
**Inspector takes and administers the “Oath of Office” to all Poll Workers (CEC § 12321)**
- \* **Task 2:**  
**Gives out Name Badges and Bilingual Badges – Election Pins**
- \* **Task 3:**  
**Hands Out Opening Job Cards to Poll Workers**

<b>Inspector's Opening Assigned Tasks</b>	
<b>Opening Job Card</b>	<p>1. Administers the “Oath” to all Poll Workers (cc: § 12320) All Poll Workers must sign the “Combined Oath of Office and Payroll” form. Locate Inside Trolley Today - Inside Official Table Supply Bag - inside Router/Inlet Circle the name of Poll Worker who will help return supplies. <b>DO NOT REMOVE FROM THE ROUTER/INLET BOX</b></p> <p>2. Gives out Name Badges/Bilingual Badges and Election Pins Poll Workers MUST wear Badges at all times. Bilingual Poll Workers ONLY wear Bilingual Badges identifying the language they speak (locate Inside Trolley Trolley - inside Opening Polls Supply Bag).</p> <p>3. Hands Out Opening Job Cards to Poll Workers:  <input type="checkbox"/> Job Card 1   <input type="checkbox"/> Job Card 2   <input type="checkbox"/> Job Card 3   <input type="checkbox"/> Job Card 4         </p> <p>4. Directs Accessible Polling Place Set Up  <input type="checkbox"/> Gives direction on how to properly set up Polling Place     </p> <p>Create a clear path for Voter via a wheelchair to maneuver inside the Polling Place          If Precinct has 3rd Clerk, ask 3rd Clerk to assist Inspector with setting up Touchscreen and assist other Poll Workers.</p> <p>If Precinct has 4th Clerk, ask 4th Clerk to assist Judge with setting up Scanner and assist other Poll Workers.</p> <p>5. Sets Up Touchscreen (2 Person Rule)  <input type="checkbox"/> Use the instructions attached to this Job Card  <input type="checkbox"/> Clerk 1 will assist in setting up Touchscreen          Touchscreen is a Voting Booth and must be set up and ready by 7:00 a.m.       </p>

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# Inspector's Opening Assigned Tasks

- \* **Task 4:**  
**Directs Accessible Polling Place Set Up**
- \* **Task 5:**  
**Sets Up Touchscreen (2 Person Rule)**
- \* **Task 6:**  
**Sets Up Card Activator (Removes Card Activator from Small Scanner Bin)**

<b>Inspector's Opening Assigned Tasks</b>	
<b>Opening Job Card</b>	<p>1. Administers the “Oath” to all Poll Workers (cc: § 12320) All Poll Workers must sign the “Combined Oath of Office and Payroll” form. Locate Inside Trolley Today - Inside Official Table Supply Bag - inside Router/Inlet Circle the name of Poll Worker who will help return supplies. <b>DO NOT REMOVE FROM THE ROUTER/INLET BOX</b></p> <p>2. Gives out Name Badges/Bilingual Badges and Election Pins Poll Workers MUST wear Badges at all times. Bilingual Poll Workers ONLY wear Bilingual Badges identifying the language they speak (locate Inside Trolley Trolley - inside Opening Polls Supply Bag).</p> <p>3. Hands Out Opening Job Cards to Poll Workers:  <input type="checkbox"/> Job Card 1   <input type="checkbox"/> Job Card 2   <input type="checkbox"/> Job Card 3   <input type="checkbox"/> Job Card 4         </p> <p>4. Directs Accessible Polling Place Set Up  <input type="checkbox"/> Gives direction on how to properly set up Polling Place     </p> <p>Create a clear path for Voter via a wheelchair to maneuver inside the Polling Place          If Precinct has 3rd Clerk, ask 3rd Clerk to assist Inspector with setting up Touchscreen and assist other Poll Workers.</p> <p>If Precinct has 4th Clerk, ask 4th Clerk to assist Judge with setting up Scanner and assist other Poll Workers.</p> <p>5. Sets Up Touchscreen (2 Person Rule)  <input type="checkbox"/> Use the instructions attached to this Job Card  <input type="checkbox"/> Clerk 1 will assist in setting up Touchscreen          Touchscreen is a Voting Booth and must be set up and ready by 7:00 a.m.       </p>

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# Accessible Voting Equipment



Voter Verified Paper Audit Trail Printer



Touchscreen



Card Activator and Voter Cards



Audio Unit

This is a Voting Booth  
It **MUST** be SET UP and READY by 7:00 a.m.!  
32

## Notes

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# Judge, Task 1: Sets Up Scanner (2 Person Rule)

**Opening Job Card 2**

- Use the instructions attached to this Job Card
- Clerk 2 will assist in setting up Scanner



## Task 2: Sets Up Blue Voting Booths (After setting up Scanner)

### ASSEMBLY INSTRUCTIONS FOR BLUE VOTING BOOTH

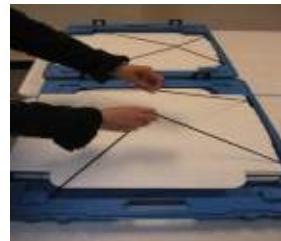


Locate Blue Voting Booths on Voting Equipment Delivery Cart



**Step 1**

- Unlatch Booth



**Step 2**

- Unhook "S" hook



**Step 3**

- Remove Privacy Shields and legs
- Turn upside down
- Attach legs together
- Insert legs into sockets of Booth



- Step 4**
- Stand Booth on legs



**Step 5**

- Install Privacy Shield in (3) grooves in base of Booth



**Step 6**

- From inside Booth, secure Privacy Shield by pulling bungee cords through half-moon slits in Shield



**"How to Vote Instructions" and "Tampering Warning" Signs are already posted in the Privacy Shields**

**5 Blue Voting Booths + 1 Blue Voting Booth with Adapters need to be set up.  
One Booth is designated for Voters with Disabilities  
(Follow instructions on back page)**

# ASSEMBLY INSTRUCTIONS FOR BLUE VOTING BOOTH WITH ADAPTERS



Only one (1) Voting Booth with Adapters

Identifying Decal

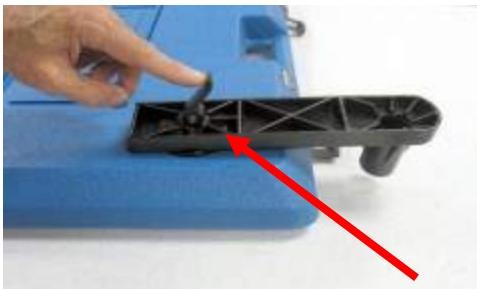
Adapters (locate in Turquoise Trolley)

Use Booth marked with the Accessibility Symbol decal or white Velcro tab/masking tape on the handle; it has shorter legs.



## Step 1

- Install Adapters in front of Booth as shown above (FRONT is written on the Booth).



## Step 2

- Lock in Adapter with locking tab on back of Adapter.



## Step 3

- Short legs are fitted into Adapters and into back of Booth. Install Privacy Shield.

**"How to Vote Instructions" and "Tampering Warning" Signs are already posted on the Privacy Shields.**

When disassembling, return Adapters to Scanner Bin.

**See Inspector after setting up.**

**Friendly support is just a phone call away!**

Call Inspector Hotline at (510) 835-0320 or Precinct Coordinator for questions or assistance



## Judge's Opening Assigned Tasks

- \* **Task 1:**  
**Sets Up Scanner**  
(2 Person Rule)
- \* **Task 2:**  
**Sets Up Voting Booths**  
(After setting up Scanner)



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## Unpack from Scanner Bins



Card Activator



V-VPAT Printer



Scanned Voted Official Ballots Box(es) (empty)



Voter Information Guide (if any)

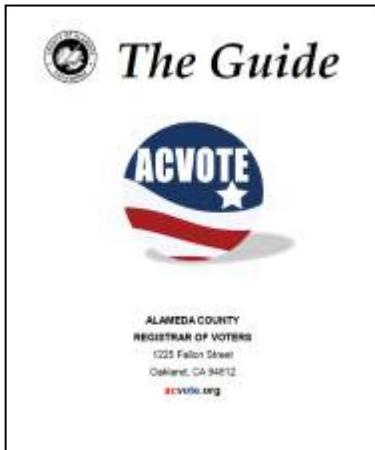
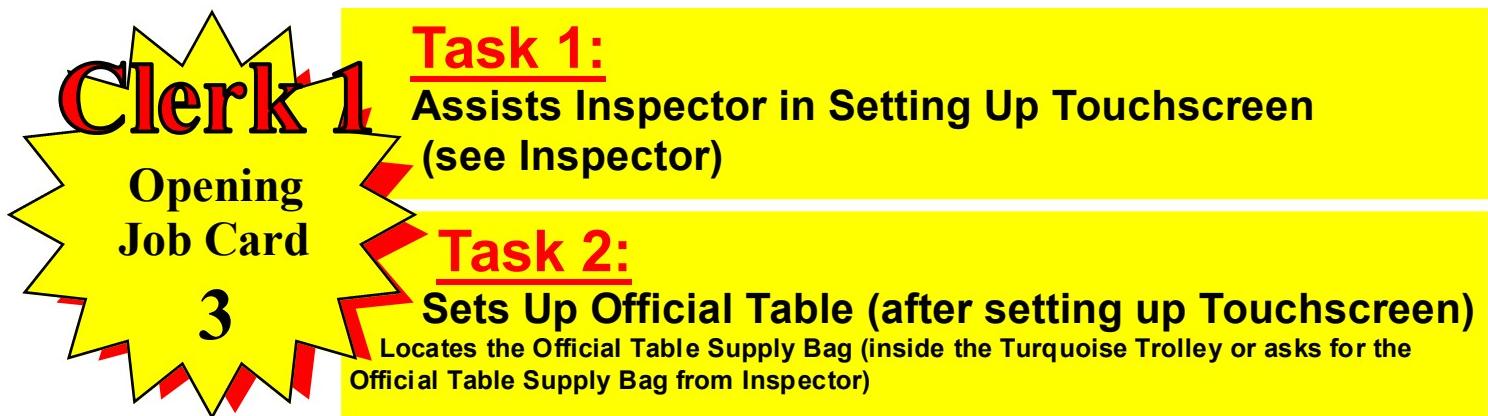


Power Strip and/or Extension Cord (if any)

**Scanner Bins are full of Supplies.  
Remove ALL items from the Bins.**

Audio Unit

## Notes



Sample Diagram of the Official Table is also in "***The Guide***"

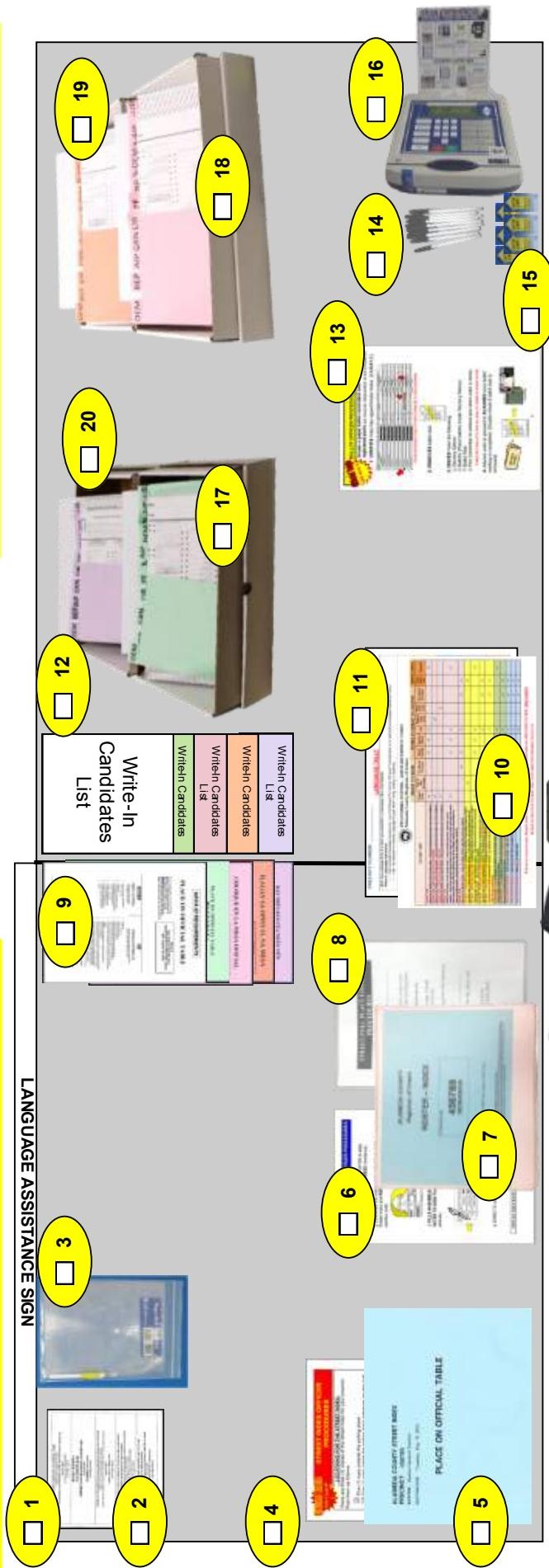
- 1. Using checklist provided inside the Official Table Supply Bag, checks all the items inside the Official Table Supply Bag.
- 2. Sets up the Official Table near the entrance of Polling Place and considers the flow of Voter traffic.
- 3. Makes sure Official Table is neat and organized.

Sample Diagram of the Official Table on the back of this Card

Friendly support is just a phone call away!  
Call Inspector Hotline at (510) 835-0320 or Precinct Coordinator for questions or assistance

## VOTER SIDE

Sets up the Official Table using the diagram



## See Inspector after setting up



**Place Gray Voided/Surrendered Vote By Mail Ballots Bag, Purple Spoiled Ballots Bag, Audio Unit Bag under the Official Table**



Secrecy Sleeves, Voter Registration Forms  
are on top of Red Trolley  
Forms, and Provisional Envelopes

1. Language Assistance Sign (in front of Official Table)
2. Voter Assistance Telephone Cards
3. Magnifier and Pen with Grip  
(supplies for Voters with Disabilities)
4. Street Index Officer Job Card
5. Street Index
6. Roster-Index Officer Job Card
7. Roster-Index Binder
8. Street Polling Place Look-Up
9. HAVA ID Requirements
10. Quick Reference Chart
11. Tally Form
12. Write-In Candidates List
13. Ballot Officer Job Card
14. Pens (24 pieces)
15. Voter Cards (6 pieces)
16. Card Activator
17. English/Chinese Ballots (in box)
18. English/Spanish Ballots (in box)
19. English/Tagalog Ballots (in box)
20. English/Vietnamese Ballots (in box)
21. Secrecy Sleeves (24 pieces)
22. Provisional Envelopes
23. Voter Registration Forms

Some Polling Places will receive materials in Hindi, Japanese, Khmer, and Korean



## Clerk 1's Opening Assigned Tasks

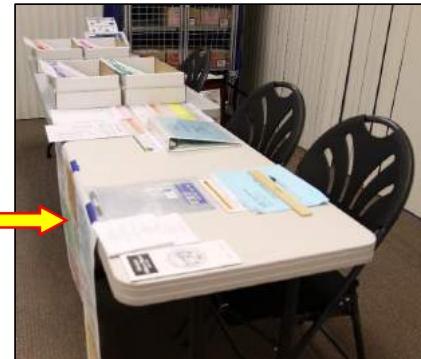
### Task 1:

Assists Inspector in  
Setting Up Touchscreen



### Task 2:

Sets Up Official Table  
(After setting up Touchscreen)



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Follow the diagram from the  
“Clerk 1: Opening Job Card 3” OR “The Guide” to comply with  
Federal, State, and Local Election Laws.

When setting up the Official Table, consider the following:

- Is my Official Table neat and organized?
- Are Ballots within reach?



See Inspector after setting up

## Notes



## Task 1: Assists Judge in Setting Up Scanner (see Judge)

## Task 2: Posts Inside and Outside Signs (After setting up Scanner)

# Posting Inside Signs CEC § 14105.3

Some Polling Places will receive signs in Hindi, Japanese, Khmer, and Korean.  
Post all Inside and Outside Signs as required.

 <p><input type="checkbox"/> <b>1. Inside Street Index:</b> (Locate inside the Roster-Index Binder from the Official Table Supply Bag) Post Inside Street Index inside the Polling Place, visible to Voters.</p>  <p><input type="checkbox"/> <b>2. Spanish Sample Ballot:</b> (Take one copy from Supplies) Turn to page that shows the Spanish Sample Ballot. Post it open so Voters can see the Spanish Sample Ballot.</p>	<p><input type="checkbox"/> <b>3. Voter Information Center (V.I.C.):</b> Locate in the Voting Equipment Delivery Cart. Instructions on how to set up Voter Information Center (V.I.C.) are at the back of Voter</p> <p><b>PLACE VOTER INFORMATION CENTER NEAR THE OFFICIAL TABLE VISIBLE TO ALL VOTERS</b></p> <p><input type="checkbox"/> After assembling the Voter Information Center (V.I.C.), place <b>Sample Ballots</b> inside sleeves on the front of Voter Information Center (V.I.C.), according to each language.</p> <p><b>Top Two Candidates Open Primary Act Notifications</b> are already posted on the front of Voter Information Center (V.I.C.).</p> <p>A second Voter Information Center with additional languages will be provided only in Polling Places where <b>Hindi, Japanese, Khmer, and Korean</b> are required.</p>  
<p><input type="checkbox"/> <b>MULTIPLE POLLING PLACE SIGN (IF ANY)</b></p> <p><input type="checkbox"/> <b>LETTER SIGN (SIDE A, B, C, ETC.) (IF ANY)</b></p>	<p><b>ADDITIONAL SIGNS FOR MULTIPLE/MEGA POLLING PLACES:</b></p>   <p><input type="checkbox"/> <b>V.I.C. for Hindi, Japanese, Khmer, and Korean</b></p> <p><input type="checkbox"/> <b>FACSIMILE BALLOT (IF ANY)</b></p> 

**PROCEED WITH POSTING OUTSIDE SIGNS: INSTRUCTIONS ON HOW TO POST OUTSIDE SIGNS ARE LOCATED AT THE BACK OF THIS JOB CARD**

# Posting Outside Signs

CEC § 14105.3

**Signs can be found in the Opening Polls Supply Bag (Inside Red Trolley)  
Locate A-Frames and Tri-Fold on the Voting Equipment Delivery Cart**



**1. Curbside A-Frame:**

Place at the curb as near as possible to the entrance of the Polling Place.

**2. Accessible Entrance A-Frame (if any):**

Place near the accessible entrance path of the Polling Place.

**3. Tri-Fold:**

Place outside making it visible to all Voters.

**All signs below are to be posted using the tape in your Stationery Kit inside the Opening Polls Supply Bag (located in the Red Trolley)**

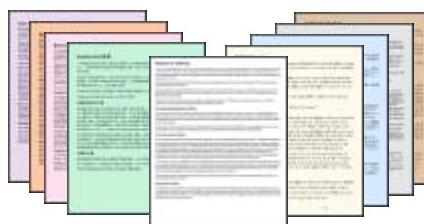


- 4. Polling Place Directional Arrow Sign (double-sided):** Post the sign so Voter can see it from the street (arrow sign must be pointing to the entrance of the Polling Place).

- 5. Polling Place "100 Feet" Sign (double sided):** Walk 40 steps in each direction from the main entrance of the Polling Place building and post the sign (arrow sign must be pointing to the entrance of the Polling Place).

- 6. Accessible Entrance Sign (double-sided):** Post near the most accessible entrance of the Polling Place (arrow sign must be pointing to the entrance of the Polling Place).

*(Post sign if Polling Place has an alternative accessible entrance)*



- 7. Outside Street Index:** (Locate inside the Roster-Index Binder from the Official Table Supply Bag) Post outside near the door.

**(Update hourly until 6:00 p.m. if assigned)**

- 8. Top Two Candidates Open Primary Act Notifications:** Must be posted outside the Polling Place, visible to Voters.

All required languages need to be posted

Posting of ALL Polling Place Signs is Required by Law!

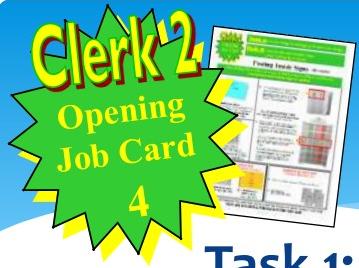
**Assists other Poll Workers on Opening tasks if needed**

**See Inspector after setting up**

**Friendly support is just a phone call away!**

Call Inspector Hotline at (510) 835-0320 or Precinct Coordinator for questions or assistance

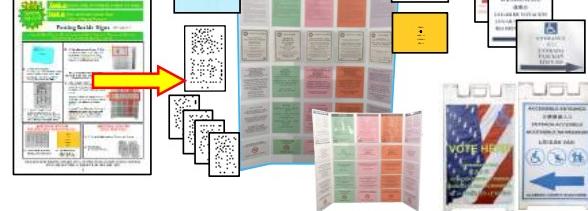
## Clerk 2's Opening Assigned Tasks



**Task 1:**  
Assists Judge in Setting Up Scanner  
(See Judge)



**Task 2:**  
Posts Inside and Outside Signs  
(After setting up Scanner)



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## Polling Place Signs

Posting of ALL Polling Place Signs is  
**REQUIRED BY LAW!**

Signs will have **ALL 5 languages**  
**English, Chinese, Spanish, Tagalog, and Vietnamese**

New Languages: Some Polling Places will also receive signs in **Hindi, Japanese, Khmer, and Korean**; post all Inside and Outside Signs as required!

Refer to “Clerk 2: Opening Job Card 4” for instructions on where to post signs.

# Posting Inside Signs

**Inside Street Index**

**Sample Ballots:** English, Chinese, Spanish, Tagalog, and Vietnamese. On V.I.C., place in sleeves according to language.

**Spanish Sample Ballot**  
On wall, only a Spanish copy is required.  
CEC § 14201

**Voter Bill of Rights**

**Top Two Candidates Open Primary Act Notifications**

**Voter Information Center CEC § 14105.3**  
Follow the instructions on the back of Voter Information Center. A second V.I.C. will be provided only in Polling Places where Hindi, Japanese, Khmer, and Korean are required.

**Facsimile Ballot (if any):** Hindi, Japanese, Khmer, and Korean. Already attached to second V.I.C. for new languages. CEC § 14201

# Posting Inside Signs

**Single Polling Places -**  
**Multiple Polling Places -**  
**Mega Polling Places -**

**1 Precinct in a room**  
**2 Precincts in a room (Side A, Side B)**  
**3 or more Precincts in a room (Side A, Side B, etc...)**

**ONLY MULTIPLE AND MEGA POLLING PLACES WILL RECEIVE THESE SIGNS:**

**Multiple Polling Place Sign**

**Letter Sign (Side A, etc...)**

## Posting Outside Signs



**Curbside A-Frame**  
Place at curb nearest to  
entrance of Polling Place

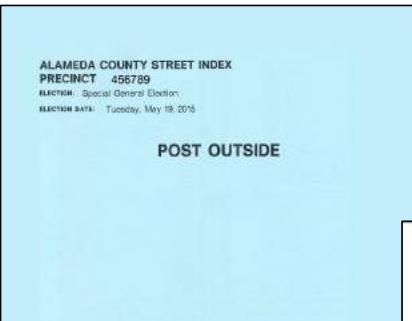
CEC § 14105.3



**Accessible Entrance A-Frame**  
Place near accessible entrance of  
Polling Place (if any)

**Make sure that the A-Frames do not block the path of travel**

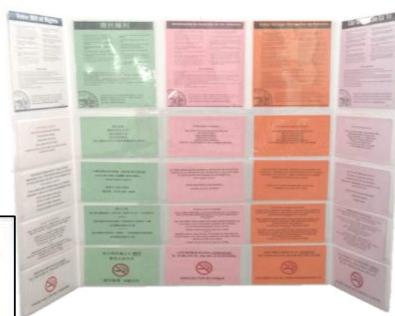
## Posting Outside Signs



**Street Index**



**Directional Arrow Sign**



**Tri-Fold**  
CEC § 14105.3

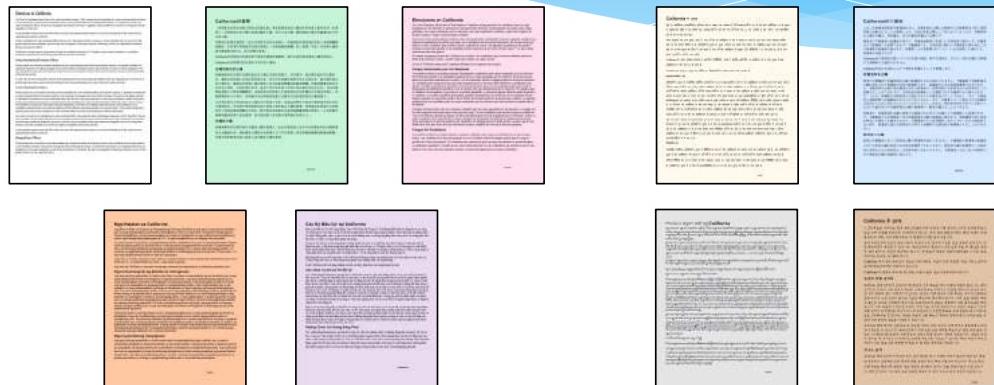


**Accessible Entrance Sign**  
(If there is an Accessible Entrance)



**Polling Place 100 Feet Sign**  
(40 Steps from Main Entrance  
of Building)

## Posting Outside Signs Top Two Candidates Open Primary Act Notifications



- \* Post outside of the Polling Place, visible to Voters
- \* Available in English, Chinese, Spanish, Tagalog, Vietnamese, Hindi, Japanese, Khmer, and Korean; post all signs received

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## Notes

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## Inspector's Opening Assigned Tasks (continued)

- \* After Poll Workers have finished with their tasks, Inspector will use the Checklist to confirm that the Polling Place has properly been set up.



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## Task 7:

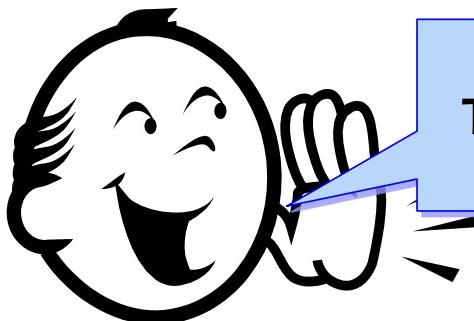
## Checks the following:

**Checklist is located at the back of the  
“Inspector: Opening Job Card 1.”**

**Sample available on page 12  
of Poll Worker Manual**

# You are ready to “Open” the Polls!

**At 7:00 a.m., the Inspector goes to the main entrance of the Polling Place and declares aloud:**



# The Polls are now Open!

CEC § 14213

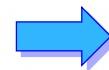
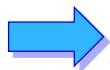
42

## Scenarios

### Polling Place is locked at 6:00 a.m.

- Notify Registrar of Voters and the Precinct Coordinator about the situation.
- If Polling Place remains locked by 7:00 a.m., let the Voters vote outside the Polling Place.

1<sup>st</sup> Voter Procedures  
are done when the  
1<sup>st</sup> Voter comes



- Using the Roster-Index, Official Poll Inspector Ballots and Turquoise Trolley.

**Voting must start at 7:00 a.m.**

## Notes

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# **ELECTION DAY PROCEDURES**

**7:00 a.m. – 8:00 p.m.**

# 1<sup>st</sup> Voter Procedures

As required by the California Secretary of State, the “1<sup>st</sup> Voter” in each Polling Place must verify the Scanner Bins and Trolleys are empty, the Public Counters of the Scanner and Touchscreen machines read zero.

With ORANGE Security Seal and WHITE Pull-Tite Security Seals in hand, the Inspector will:



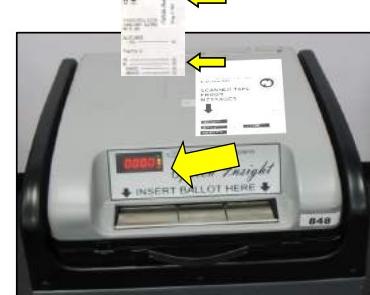
45  
CEC § 14215

# 1<sup>st</sup> Voter Procedures

- Locate 1<sup>st</sup> Voter in Street Index
- Locate 1<sup>st</sup> Voter in Roster-Index
- 1<sup>st</sup> Voter signs Roster-Index, but is not issued a Ballot
- 1<sup>st</sup> Voter confirms both Scanner Bins are empty
- Inspector locks Scanner door and secures door with an ORANGE Security Seal
- Direct 1<sup>st</sup> Voter’s attention to the LCD display and confirm display reads “oooo” (zeros)
- 1<sup>st</sup> Voter verifies Scanner tape displays correct Precinct Number, correct date and time, all contests on the Scanner tape read zero, and that all Poll Workers have signed the Scanner tape.



Empty.  $\Rightarrow$  Secure.



Zero.

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CEC § 14215

## 1<sup>st</sup> Voter Procedures

- 1<sup>st</sup> Voter confirms the following Ballot Containers are empty:



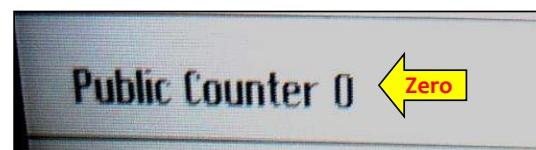
- Inspector closes each Ballot Container and secures each container with a WHITE Pull-Tite Security Seal.



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CEC § 14215

## 1<sup>st</sup> Voter Procedures

- 1<sup>st</sup> Voter verifies Touchscreen "Public Counter" reads zero.



- 1<sup>st</sup> Voter verifies WHITE Pull-Tite Security Seal is on the rear "POLL'S OPEN/CLOSED" switch cover



- 1<sup>st</sup> Voter verifies **BLUE** Pull-Tite Security Seal on V-VPAT Printer



- 1<sup>st</sup> Voter is taken to Official Table  
 1<sup>st</sup> Voter is issued a Ballot and directed to Voting Booth

48  
CEC § 14215

# Processing Voters at the Official Table

## Introduction

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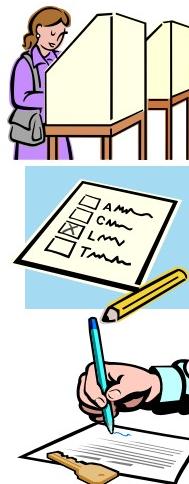
**1 VOTER**

**1 BALLOT**

**1 SIGNATURE**

### Three Ways to Vote:

Regular Voter – signs the Roster-Index  
(White or Pink pages)



Vote By Mail Voter – signs the Vote By Mail Envelope



Voter voting Provisionally – signs the Provisional Envelope





**PROCESSING VOTERS – QUICK REFERENCE CHART**  
**Alameda County Registrar of Voters**

VOTER TYPE	WHAT TO SIGN				ITEMS TO ISSUE TO VOTER				INSERT INTO			
	Roster Index	Vote By Mail Envelope	Provisional Envelope	Ballot Card(s)	Secrecy Sleeve	Pen	Regular Voter Card	Audio Voter Card	Provisional Envelope	Yellow Trolley	Blue Trolley	Turquoise Trolley
<b>Regular Voter</b> Name on the White or Pink Roster-Index - Voter provided correct name and correct address	✓				✓	✓	✓					✓
<b>Regular Voter - wants to vote on the Touchscreen</b> Name on the White or Pink Roster-Index - Voter provided correct name and correct address	✓						✓					
<b>Regular Voter - wants to vote using the Audio Unit</b> Name on the White or Pink Roster-Index - Voter provided correct name and correct address	✓							✓				
<b>Regular Voter</b> Name on the White or Pink Roster-Index - Voter provided incorrect name but correct address - Voter must sign the Roster-Index with Voter's previous name and their new name placing brackets around both signatures and write address. Record new information for Voter on Roster-Index Correction Notice Sheet under NAME CHANGE					✓	✓	✓					✓
<b>Regular Voter</b> Name on the Roster-Index - Voter provided correct name but incorrect address					✓	✓	✓			✓	✓	✓
"BY MAIL" Vote By Mail Voter (VBM) (Indicated on White or Pink Roster-Index on Voter's signature line or name highlighted in yellow) - With Ballot(s) and Envelope to drop off				✓						✓		
"BY MAIL" Vote By Mail Voter (VBM) (Indicated on White or Pink Roster-Index on Voter's signature line or name highlighted in yellow) - With Ballot(s) and Envelope to surrender (Void VBM Envelope - place inside Gray Voided Surrendered Vote By Mail Ballots Bag)					✓	✓	✓					✓
"BY MAIL" Vote By Mail Voter (VBM) (Indicated on White or Pink Roster-Index on Voter's signature line or name highlighted in yellow) - With Ballot(s) but NO Envelope to surrender						✓		✓				
"BY MAIL" Vote By Mail Voter (VBM) (Indicated on White or Pink Roster-Index on Voter's signature line or name highlighted in yellow) - NO Ballot(s) and NO Envelope to surrender - Voter Voting Provisionally					✓	✓	✓	✓				
"ID REQUIRED" Voter Indicated on White or Pink Roster-Index on Voter's signature line) Has provided required identification	✓				✓	✓	✓					✓
"ID REQUIRED" Voter Indicated on White or Pink Roster-Index on Voter's signature line) Has NOT provided required identification - Voter Voting Provisionally					✓	✓	✓					
Voter Voting Provisionally - Voter has not moved - name not on Roster-Index					✓	✓	✓					✓
Voter Voting Provisionally - Voter has moved within Alameda County and did not re-register					✓	✓	✓					✓
Voter Voting Provisionally - Name <u>NOT</u> on Roster-Index					✓	✓	✓					✓

If Scanner is out of order, Regular Voter's Voted Ballot Card(s) will be deposited inside the TURQUOISE TROLLEY, UNSCANNED!

**NEVER SCAN VOTE BY MAIL BALLOTS AND PROVISIONAL BALLOTS**

# Processing Voters: Know the Roles

Refer to Official Table Job Cards

Street Index Officer



Roster-Index Officer



Ballot Officer



Demonstration Officer



*Rotate Officers throughout the day!*

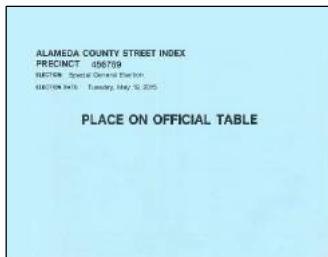
**Teamwork is key! Multitasking is a MUST!**

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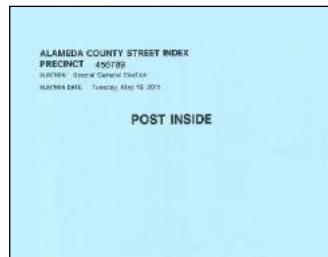
## Street Index Officer

In charge of the Street Index

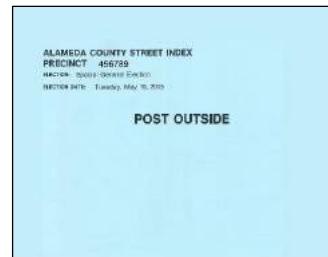
There are three (3) copies of the Street Index



Place on Official Table



Post Inside  
the Polling Place



Post Outside  
the Polling Place

To be lined out when Voter provides the correct address and name

**DO NOT** update Inside Street Index

**Update every hour until 6:00 p.m.** by lining out Voter's address and name to match the Official Table Street Index

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# STREET INDEX OFFICER PROCEDURES

## DIRECTIONS FOR STREET INDEX OFFICER

1. GREET the Voter: **"Hello!" or "Good morning!" or "Good afternoon!" or "Good evening!"**
2. ASK Voter to state his/her **ADDRESS** (residence) and **NAME** aloud.  
**Example: "May I have your address (residence) and name please."**
3. LOCATE the address and name on the Official Table Street Index and **LINE IT OUT**.

Alameda County Registrar of Voters STREET INDEX Tuesday, May 19, 2015					
		FRECINCT	PARTY		
APPLECEDAR	SAN LEANDRO	94544		APPLECOURT WAY	SAN LEANDRO 94544
1111	BUTLER, JON D	456789	NP	6129	DE LOS SANTOS, LOUIS F
1112	BUTLER, MARC D	456789	NP	6229	KELLY, KAREN Y
1155	DOYLE, RICK R	456789	NP	6235	TORRES, MARY A
1195	PONELL, ANNA N	456789	REP	6235	TORRES, PETER L
1195	PONELL, BARRY	456789	NP	6235	TORRES, PAUL S
1195	PONELL, CHARLES J	456789	REP	6236	HALL, KAREN R
1195	PONELL, DINO A	456789	REP	6236	HALL, AMANDA A
1205	NGUYEN, ARTURO A	456789	REP	6250	HALL, JOYCE M
1315	LI, JOSE A	456789	REP	6250	PERRY, SIMON T
1315	LI, JOE A	456789	REP	6250	PERRY, KENNETH G
				6561	ANDREWS, VICTORIA C
					456789 NP

If you cannot locate Voter's address and name on the Official Table Street Index, notify Roster-Index Officer: "Voter's name is not on the Street Index."

4. After lining out Voter's address and name, or even for Voter whose name is not on the Street Index, inform Voter:

**"We would like to inform you that language assistance is available. And if we can help you in any way, kindly let us know."**

- 4a. If Voter is not requesting assistance, direct Voter to the Roster-Index Officer by informing Voter:

**"Thank you. You may proceed to our Roster-Index Officer for further assistance."**

- 4b. If Voter requested to be assisted in a specific language, ask Bilingual Poll Worker who speaks the same language to help Voter throughout the process, or Bilingual Poll Worker can serve as an interpreter.

If no Bilingual Poll Worker is present, call the Language Hotline for Voter to receive language assistance over the phone.

If Voter cannot receive help over the phone, a Bilingual Troubleshooter will be dispatched to assist the Voter.

- 4c. If Voter with disability requests to be assisted, provide assistance accordingly.

**(Etiquette guidelines regarding Disability Sensitivity at the Polls are available in "The Guide" and Poll Worker Manual)**

**OFFICIAL TABLE ROLES WILL BE ROTATED THROUGHOUT THE DAY**